

31 October 1979

MEMORANDUM FOR: Washington Area Operations Centers Conference  
SUBJECT : Alert Memoranda

25X1 1. The Warning Working Group, at its 26 October meeting, approved in principal new procedures for coordination and dissemination of Alert Memoranda. Basically, they endorsed utilization of the alert/operations centers at CIA, DIA, State, and NSA as the central points of contact within each agency, the NOIWON as the alerting device, and dissemination by WASHFAX rather than hard copy. ☐

25X1 2. I envision a community Standard Operating Procedure signed by the NIO/Warning as the document which implements these procedures. Each agency then would have to develop its own internal procedures. A draft community SOP is attached. I would appreciate your comments by 21 November. ☐

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Assistant  
National Intelligence Officer  
for Warning

Attachment

Signer

31 Oct 89

Intelligence Community Standard Operating Procedures  
for Alert Memoranda

Reference: USIB-D-28.5/12 of 15 Dec 1975, "Procedures for Alert Memoranda"

Purpose: To establish procedures for notifying the Washington Community that an Alert Memorandum (AM) is in draft, for affecting coordination, and for disseminating the final product.

Background: The AM is an interagency publication issued by the DCI in behalf of the Intelligence Community. It provides explicit warning of possible developments of major concern to the United States. It may be initiated by the DCI or may be proposed by an NFIB Principal, by a National Intelligence Officer, or by (or through) any other senior officer of the intelligence or foreign affairs communities. Responsibility for its production will normally rest with the appropriate NIO, who may call on any element of the Intelligence Community for support. Whenever possible, the NIO will coordinate a draft of the AM with the appropriate NFIB agencies.

Procedures: Once the DCI has decided to issue an AM, the process consists of three distinct segments.

- Notification to the Community that the decision has been made and drafting is in progress.
- Coordination of the draft.
- Dissemination of the final AM.

Each of the segments is described in some detail in the following sections.

Notification: Once the DCI has decided to issue an AM, the appropriate NIO will:

- Cause the drafting process to begin.
- Cause the CIA Operations Center to convene a NOIWON conference. Conferees will be informed of the decision to issue an AM, the subject, the source of information leading to the decision, extent of coordination being sought, assistance required, and likely time of issuance.

At this point the agencies concerned should set in motion those internal procedures necessary to support the NIO. In the occasional instance where coordination is required from non-NOIWON subscribers such as Treasury, ERDA, or FBI, they will be contacted separately by secure telephone.

Coordination: When the draft is ready for coordination, it will be promulgated via WASHFAX and the Community will be informed via a second NOIWON conference. At this time those agencies whose coordination is sought should provide the name of their point of contact to the NIO. If field or embassy participation is thought to be necessary, the NIO should also be informed at this time.

Dissemination: When coordination is completed and the DCI has signed the final AM, it will be disseminated by WASHFAX and a final NOIWON conference will be convened to advise all participants. Further distri-

bution will be the responsibility of each agency listed herein and will be accomplished as follows:

WHSR	:	White House NSC
State	:	State Department Embassies as desired
DIA	:	OSD JCS Services SWS NITO/Warning Other DoD as desired U&S Commands as desired
NSA	:	NSA
CIA	:	CIA Treasury* ERDA* FBI*

\*by courier

Termination: The NIO will ensure that an appropriate advisory is published in the National Intelligence Daily when, in his judgment, events indicate that the crises at hand has abated or terminated, unless that fact is apparent to all. He will also request that collection efforts arising from the issuance of the alert be modified or cancelled as appropriate.

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SUBJECT: Alert Memo Procedures (NFAC #5895-79)

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